

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
November 20, 2019
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Shannon Wentworth
Katrina Guitierrez
Jacquie Van Huss

Commissioners Absent

Elaine Fink

Staff

Paul Irwin
Debora Kerns Barba

Guests

A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 5:05 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Jacquie Van Huss motioned to approve the agenda with the addition of:

- H(7): Trespasser
- H(8): Complaint Letter

Katrina Guitierrez seconded, and the motion carried 7/0/0.

D. **APPROVAL OF MINUTES 11/13/2019:**

Richie Cline motioned to approve the 11/13/19 meeting minutes, Christopher Aguirre seconded, and the motion carried 5/0/2. Jacquie Van Huss and Katrina Guitierrez abstained.

E. **REPORTS:**

(1) **Director:**

i. **2017 ICDBG – Sierra Mono Museum:**

The Director reported that the water tanks are substantially complete and have been tested by the contractor. The CMU block traffic barriers have also been completed at the front entry. We have also performed erosion control in

anticipation of rain. The crew will shift back to this project as soon as ongoing rehabs are complete. Flooring has been procured and approved, and a contract has been issued.

ii. **2018 ICDBG – Cultural and Environmental Protection Center:**

The director reported that the proposals for architectural and engineering services is due on Monday, November 25th at 5pm. The director and Tribal Council plan to score the proposals on Tuesday, November 26th at 1pm. The director has requested a quote for surveying, and has also received a quote and issued a contract for the geotechnical investigation.

iii. **Playground:**

The director reported that equipment installation was completed last Friday, and our crew has completed erosion control at the site in preparation for winter. We need to install a lumber perimeter around the site to withhold the playground bark, and have lumber being delivered on December 5th. We are going to aim for bark delivery around December 11th, and will try to have the playground complete by Friday, December 20th. We are currently inquiring if TANF is able to make any additional contributions toward either benches and trash cans, and/or the bark which has been quoted at \$5,349.60. We will also be installing additional signage and painting crosswalks as we move forward.

iv. **Mill Site Road:**

The director reported that the engineering is complete for the mill site road. The engineers estimate currently exceeds our available budget so the director has been consulting with the North Fork Community Development Council.

v. **NIJC – Active Transportation Assessment:**

The director reported that the Tribe has been selected by the National Indian Justice Center (NIJC) to receive a free Active Transportation Needs Assessment. NIJC was awarded a grant through Caltrans to provide assessments for 12 federally recognized tribes. NIJC is utilizing UC Berkeley SafeTREC Program to serve as the consultant for this project. UC Berkeley previously completed a tribal transportation safety assessment through funding from Caltrans and it was very thorough. The director will serve as the tribal representative to provide data, coordinate site visits, and other public meetings.

vi. **FY 2019 Audit:**

The director reported that we would have been in the third and final year of our agreement with the current auditor, but the auditor has provided notice that he will be retiring and unable to complete our FY 2019 audit. We will need to issue a Request for Proposals (RFP) for auditing services. This RFP will be for FY 2019, with the option of two subsequent fiscal years. The director plans to get the RFP issue within the next three weeks.

vii. **ICDBG 2019-2020:**

The director reported that HUD has released the Notice of Funding Availability for the 2019-2020 Indian Community Development Block Grant (ICDBG). HUD has combined what should be two fiscal years of funding under one opportunity. The opportunity is due on February 3rd, 2020. The director plans to start discussing options with Tribal Council and if they elect to have him write

the grant, the director would need to dedicate a majority of his staff time in the month of January.

- (2) **Chairperson:** The chair recommended a revision to the bylaws and agenda structure. The Chair also inquired on the opening date for the Sierra Mono Museum and need for a donor wall. The director reported on the revised HUD implementation schedule, and will advise the SMM Board on the donor wall.

- (3) **Other:**

F. **NEW BUSINESS:**

G. **OLD BUSINESS:**

H. **EXECUTIVE SESSION:**

Katrina Guitierrez motioned to go into executive session at 5:20 pm, Shannon Wentworth seconded, and the motion carried 7/0/0.

- (1) [REDACTED] The current household occupant appeared before the BOC. The BOC reviewed policy and the existing two-bedroom waiting list for North Fork, and determined that the household in first position on the waiting list exceeded occupancy standards for the unit size. The BOC determined that the household occupant in the second position on the two-bedroom waitlist would be selected as future tenant. Director to issue notice.

- (2) [REDACTED] The BOC determined that the ineligible household occupant was to vacate by December 6th, notice to be issued by director.

- (3) [REDACTED]
The director informed the BOC that the rehabilitation was complete.

- (4) **Pest Control Service:**
The director provided an update to the BOC on the pest control questions provided by email. The BOC member will advise tenant who inquired to contact the office for additional information and options.

- (5) **Health Care Benefits:**
Staff provided an overview of existing health care plan options. Consensus of the BOC to stop offering Kaiser plan due to it being inferior and costlier than Blue Shield Plan with ASI wrap. Staff noted that no existing employees are on the Kaiser plan.

- (6) **Policies:**
Policy meeting scheduled for December 7th 2019 at 8:00am.

- (7) **Trespasser:**
Tribal Council informed the BOC of trespasser violations. Tribal Council to further discuss and provide guidance as it relates to current NFRIHA tenant.

- (8) **Complaint Letter:**
Director to provide written response to BOC by December 7th.

Jacquie Van Huss exited at 6:45pm following item H(7) and Bobby Hale exited at 7:15pm.

Katrina Guitierrez motioned to come out of executive session at 7:22 pm, Christopher Aguirre seconded, and the motion carried 5/0/0.

I. NEXT MEETING:

December 4, 2019 at 5:00 pm.

J. ADJOURNMENT:

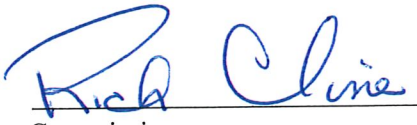
Christopher Aguirre motioned to adjourn at 7:23 pm, Richie Cline seconded, and the motion carried 5/0/0.

MINUTES TRANSCRIBED BY:


Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 4th day of December 2019 at which a legal quorum was present, these minutes were approved as written by a vote of 6 for, 0 against, and 0 abstaining.


Commissioner

12-4-2019
Date


Commissioner

12-4-2019
Date